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**From:** Smith, Monica [smith.monica@epa.gov]  
**Sent:** 11/28/2014 10:36:22 PM  
**To:** O'Connor, Misti [O'Connor.Misti@epa.gov]  
**CC:** Patrick, Dwayne [Patrick.Dwayne@epa.gov]; Ortiz, Diana [Ortiz.Diana@epa.gov]; Malooly, Tom [Malooly.Tom@epa.gov]; Martin, Sharon [Martin.Sharon@epa.gov]; Kirst, Tina [kirst.tina@epa.gov]; Stanley, Deborah-j [Stanley.Deborah-J@epa.gov]; Albright, Glodine [albright.glodine@epa.gov]; Whitener, Susan [Whitener.Susan@epa.gov]  
**Subject:** RE: FOR OFFICIAL USE ONLY - DO NOT RELEASE OUTSIDE OF REGION 6 OR EPA STAFF - FOIA # EPA-R6-2015-000615 - Deepwater Horizon - SSID # Z6DW

**Sensitivity:** Private

I am on leave status since Thursday November 20. I will be reporting to Federal District Court to serve on a jury on Monday December 1. Not sure when I will return to the office. But when I do, I will tend to this FOIA.

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**From:** O'Connor, Misti  
**Sent:** Wednesday, November 26, 2014 2:32 PM  
**To:** Smith, Monica  
**Cc:** Patrick, Dwayne; Ortiz, Diana; Malooly, Tom; Martin, Sharon; Kirst, Tina; Stanley, Deborah-j; Albright, Glodine; Whitener, Susan  
**Subject:** FOR OFFICIAL USE ONLY - DO NOT RELEASE OUTSIDE OF REGION 6 OR EPA STAFF - FOIA # EPA-R6-2015-000615 - Deepwater Horizon - SSID # Z6DW  
**Sensitivity:** Private

Ms. Smith,

Attached is a metadata extraction spreadsheet of documents we retrieved from your Lotus Notes for processing into SEMS for FOIA # EPA-R6-2015-000615 / Deepwater Horizon / Cardno / Chemrisk.

We have reviewed and indexed the documents in accordance with our SOP. Please confirm these are correct. To assist you with your review, please note that there are three tabs at the bottom of the spreadsheet. The first tab provides information regarding the Access Codes, the second tab is the list of documents with hyperlinks requiring your review, and the third tab provides information regarding Phase Activities.

Also, please indicate on the spreadsheet whether the documents are responsive and provide any additional guidance regarding any changes that might be required. Once we receive your comments on the returned spreadsheet, we will then upload the documents into SEMS according to your instructions.

If you would please complete your review of the documents listed under the second tab of the spreadsheet and return the Excel file back to me, it would be greatly appreciated. Please contact me if you have any questions.

Thank you,

Misti O'Connor  
Toeroek Associates, Inc  
Contractor - U.S. EPA Region 6 Superfund Division  
Office: (214)665-7360  
[O'Connor.Misti@epa.gov](mailto:O'Connor.Misti@epa.gov)